



Meeting Planning Services

Site Selection

- Solicit bids for meeting based on available dates
- Provide comparison of top properties for conference committee
- Negotiate contracts with chosen property

Pre-Conference Management

- Attend six to eight pre-conference planning meetings
- Work with selected property and overflow properties to ensure that all details are coordinated
- as communicated and that appropriate rooms are assigned
- Develop a strong working relationship with key hotel management staff at multiple properties
- to ensure the success of the meeting from all departments
- Coordinate menu selection and food & beverage set-up
- Coordinate and negotiate prices for all functions requiring food and beverage
- Provide guarantees and review all Banquet Event Orders
- Manage the A/V company on-site (staging, equipment, microphones, etc.)
- Provide any key hotel resume information on group and master billing
- Preview and select appropriate entertainment for evening events, as needed
- Coordinate all aspects of off-site evening event to include site selection, transportation and
- menu selection
- Make appropriate arrangements for entertainment on site
- Coordinate signage, agenda and other printed materials
- Block rooms for staff, speakers, special guests, etc.
- Track pick-up of sleeping room blocks, work with hotel on adjustments as necessary
- Monitor room block and advise client based upon contract specifications
- Work with client on VIP's and necessary attendee's amenities per hotel contract

Registration

- Coordinate efficient, accurate pre and on-site registration procedures and systems with
- Georgia Tech
- Serve as point of contact via phone, fax and email for prospective attendees and sponsors

Sponsors/Exhibitors

- Create Sponsorship Packages
- Solicit potential companies as meeting sponsors
- Manage sponsors/exhibitors on-site

On-Site Conference Management

- Attend the pre-conference meeting with hotel management
- Oversee all meetings and functions during the conference to ensure all set up requirements
- coincide with the banquet event orders
- Finalize and adjust food and beverage numbers for every function

Post Conference

- Review and approve final invoices from the hotel and contracted vendors before payment
- Schedule and attend post-conference review meeting